

# APPLICATION PACK



National Citizen Service (NCS) Youth Mentor



MAYOR OF LONDON



INVESTORS  
IN PEOPLE

# APPLICATION PACK



Using the power of football, Charlton Athletic Community Trust (CACT) works in partnership with local communities to empower individuals to improve their lives and their environment.

CACT's ground breaking and innovative programmes are delivered through a regular presence in schools and working with disadvantaged or socially excluded groups in society, through crime reduction initiatives and community based football coaching sessions.

The types of programmes delivered by CACT fit under five key aims: raising educational achievement, creating pathways to employment, building healthier lifestyles, bringing communities together and reducing crime.

•

NCS is a once-in-a-lifetime opportunity open to all 16 & 17 year olds in England and Northern Ireland that helps them build skills for work and life, whilst taking on new challenges and meeting new friends.

The aims of NCS are to enable young people to:

- Take on new challenges and learn new skills
- Make a difference while making new friends
- Grow in confidence and improve their CV
- Experience something new as they help out their community

A programme runs over 3/4 weeks including 2 residential weeks, outdoor activities, skills development and the planning and delivery of a community social action projects. In teams of 15, participants take part in 3 different phases;

## Kent:

- **Phase 1 (Outward Bound Residential):** 5 days, 4 nights (Mon – Fri) residential based at an activity centre focusing on teamwork and physical challenges which encourage participants to step outside of their comfort zone. All food, transport and accommodation is provided during this phase of the programme.
- **Phase 2 (Community/Skills Building Residential):** 5 days, 4 nights (Mon-Fri) residential based at the University of Kent, with the focus on developing new skills through a series of workshops. All food, transport and accommodation is provided during this phase of the programme.

- **Phase 3a (Planning a Social Action Project):** 5 days (Mon-Fri) non-residential based in a local hub, young people within their teams plan a social action project that will have an impact on their local community.
- **Phase 3b (Social Action Project Delivery):** 30 hours based in the local area, teams deliver their planned social action project. Successful completion of the programme is followed with a celebration event.

### **Bexley:**

- **Phase 1 (Outward Bound Residential):** 5 days, 4 nights (Mon – Fri) residential based at an activity centre focusing on teamwork and physical challenges which encourage participants to step outside of their comfort zone. All food, transport and accommodation is provided during this phase of the programme.
- **Phase 2 (Community/Skills/Planning a Social Action Project Residential)** 5 days, 4 nights (Mon-Fri) residential based at a local university. Participants will split their time between developing key life skills in workshops and planning their social action project. All food, transport and accommodation is provided during this phase of the programme.
- **Phase 3b (Social Action Project Delivery):** 30 hours based in the local area, teams deliver their planned social action project. Successful completion of the programme is followed with a celebration event.

### The NCS Ethos

- **Social Mixing:** Providing young people with the opportunity to mix and build relationships with people from different social backgrounds;
- **Challenge:** Putting young people through a series of challenging activities to take them out of their comfort zone and develop strength of character;
- **Increased responsibility and independence:** Providing a progressive journey that hands over more responsibility to young people as the programme progresses and develops the leadership skills necessary to succeed in the workplace;
- **Reflection:** Encouraging young people to reflect, supporting them to learn from their experiences and become more resilient, confident and more effective in their decisions and relationships;
- **Social Action:** Enabling young people to connect with and get involved in their communities and develop skills that are useful for future employment;
- **Inspiration:** Encouraging young people to flourish after NCS – continuing to mix, contribute to their community and achieve personal goals.



## JOB DESCRIPTION

<b>Job Title:</b>	National Citizen Service Youth Mentor	<b>Reporting to:</b>	Charlton Athletic Community Trust NCS Programme Manager, NCS Programme Officers or Cohort Lead
<b>Pay:</b>	15/21 Day Summer Programme: up to £1460	<b>Contract type:</b>	Sessional
<b>Location:</b>	North Kent (Dartford & Gravesend), West Kent (Sevenoaks, Tunbridge Wells, Tonbridge & Malling), London Borough of Bexley	<b>Days and hours of work:</b>	Kent: 21 days (plus training and celebration event) Bexley: 15 days (plus training and celebration event)
<b>Document created:</b>	19/11/2018	<b>Ref number</b>	CACT/NCS/YM

### Purpose of the Role:

Youth Mentors will be required to lead, inspire and develop a team of fifteen, 16 to 17 year olds through a whole NCS programme, working both residentially and in the local community. Meals and accommodation will be provided during the residential phases of the programme.

This is a highly demanding but rewarding role suitable for a dynamic and confident person with experience of leading groups of young people, being able to both motivate them and command their respect.

A single programme includes outdoor activities, skill development and the delivery of a community project. Youth Mentors will need to be innovative and think outside the box as well as capable of supporting a team of young people to meet the desired outcomes. Youth Mentors will report to a Cohort Lead/Programme Lead.

### Key Responsibilities (but not limited to):

- Lead, inspire and take responsibility for the pastoral care for a team of fifteen participants, ensuring their safety and assisting their personal development throughout the residential phases of the programme.
- Monitor the welfare of all young people taking part in the programme and being aware of any medical or dietary requirements.
- Follow a structured timetable and lead your group during non-centre staff led activities
- Lead guided reflection sessions so that young people are developing personal skills.
- Work with lead staff during residential phases of delivery for different cohorts of young people.
- Work with a range of CACT external partners.

- Lead by example and get involved in outdoor and community volunteering activities, keeping the group motivated at all times.
- Build a positive professional relationship with all young people in your team.
- Work as part of a larger team of staff and lead a Volunteer to support the planning and delivery of a Social Action Project and ensure that the desired outcomes are achieved during all phases of the programme.
- Work with and support all other staff to deal with any challenging behaviour from young people.
- Ensure that a high standard of delivery is maintained.
- Ensure that appropriate safeguarding, health & safety and other relevant CACT policies are implemented and followed
- Ensure that all accidents or incidents are reported and necessary risk assessments are completed.
- Provide support to staff and young people in a variety of settings to ensure that they have a positive NCS experience.
- Undertake any other relevant duty related to the further development, promotion and sustainability of the NCS programme and the wider organisation (CACT).
- Work within the ethos of the NCS programme.
- Provide all appropriate documents including completed registers, incident/accident forms, evaluations and case studies to support the proper monitoring and evaluation of the programme.

# PERSON SPECIFICATION

**Job Title: NCS Youth Mentor**

Person Specification		
Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> <li>• Experience of working with young people.</li> <li>• Team working experience. For example working within a team and co-ordinating team members to achieve desired outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a residential setting with young people from a wide variety of backgrounds.</li> <li>• Experience of planning, coordinating, delivering programmes for young people.</li> </ul>
Skills, ability & knowledge	<ul style="list-style-type: none"> <li>• Good Verbal Communication and Interpersonal Skills</li> <li>• Be able to work on own initiative/proactive.</li> <li>• An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community.</li> <li>• Commitment to Safeguarding children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge of CACT's existing programmes.</li> <li>• Access to own transport or ability to use public transport.</li> <li>• Full driving licence.</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• A positive attitude: a 'can do' approach.</li> <li>• Reliability and good timekeeping.</li> <li>• Responsible.</li> <li>• Friendly and approachable.</li> </ul>	



## APPLICATIONS

CACT is committed to safeguarding and promoting the welfare of children. Any job offer is subject to satisfactory employment references and Disclosure and Barring Service (DBS) check.

Application forms are available from <http://cact.org.uk/job-opportunities>

To apply for this role, please send a completed application form detailing how you meet the requirements of the role and an equal opportunities monitoring form to: [jobs@cact.org.uk](mailto:jobs@cact.org.uk)

Or via post marked private and confidential to:

Hayley Clive, HR Co-ordinator,  
Charlton Athletic Community Trust  
CAFC Training Ground  
Sparrows Lane  
New Eltham  
SE9 2JR

Closing date for applications: See below

Interviews will be held on the following dates:

- 15<sup>th</sup> February 2019 – closing date 8<sup>th</sup> February 2019
- 15<sup>th</sup> March 2019 – closing date 8<sup>th</sup> March 2019
- 12<sup>th</sup> April 2019 – closing date 5<sup>th</sup> April 2019
- 10<sup>th</sup> May 2019 – closing date 3<sup>rd</sup> May 2019

CACT is committed to the safeguarding of its staff, volunteers and young people. Any job offer made is subject to satisfactory references and DBS check.

The cost of all DBS Checks will be deducted from first payment for working on the programme.

All successful applicants will be asked to attend compulsory training in order to deliver our NCS programme. Training includes Programme Training, First Aid, Safeguarding, Mental Health and NCS online courses.

There is no additional payment for attending training or celebration events.

Please note if you do not receive an invitation for interview within 2 working days of the closing date please assume that your application has not been successful on this occasion.